

National Park Service
U.S. Department of the Interior

Big Cypress National Preserve
33100 Tamiami Trail East
Ochopee, FL 34141



Big Cypress Swamp Welcome Center Auditorium Application

(Please type or print in ink. Answer all questions completely or mark "N/A" if not applicable.)

Applications are processed as they are received. If we can accommodate your request, a confirmation will be emailed back to you confirming the date of your reservation. This facility takes reservations for only large groups and recommends smaller groups (20 or less) reserve a conference room at Oasis Visitor Center.

When filling out this application applicant assumes responsibility as designated group leader and must be on-site during date of use.

Applicant Name	Organization (if applicable)	
Street/Address	City, State	Zip Code
Telephone Number (day and evening and cell)	Email Address	

Reservations cannot be made greater than 60 days in advance.

Requested date	Requested arrival time	Ending date	Ending time
Maximum number of participants	Maximum number of vehicles	Equipment requested (see back)	

The applicant is responsible for ensuring the group's compliance with all applicable federal, state, and local laws.
In addition, the applicant is responsible for all borrowed Preserve equipment and leaving the auditorium as it was found.

Applicant signature	Date
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OFFICE USE ONLY

Date received	Received by mail <input type="checkbox"/>
	Hand delivered <input type="checkbox"/>
	Electronically <input type="checkbox"/>

EXPERIENCE YOUR AMERICA™

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

Big Cypress Swamp Welcome Center Auditorium

FACILITY & EQUIPMENT

The Big Cypress Swamp Welcome Center Auditorium is a reservation-required facility for organized groups available from 9:00 a.m. to 4:00 p.m. Restrooms and power outlets are available.

Big Cypress National Preserve may provide the following:

- Refrigerator
- Tables and chairs (suitable for a maximum of 50-70 people)
- Television and DVD player (**MUST** be indicated on the front of this form under "Equipment Requested")

RESERVATIONS

Advance reservations are **REQUIRED**. An adult responsible for the group must submit an application requesting the group's preferred day(s) for reservation. Applications may be obtained at the welcome center, by calling (239) 695-4758, or by visiting our website at www.nps.gov/bicy to download the application.

Applications cannot be made more than 60 days in advance. We are not able to take reservations by telephone. Upon receipt of your application, we will schedule your group and provide you with a confirmation.

CANCELLATION POLICY

Reservations can be rescheduled for another date, if available.

WELCOME CENTER AUDITORIUM USE

- Nothing is to be tacked or taped to auditorium walls.
- Applicant is responsible for all items borrowed from the Preserve.
- Applicant is responsible for leaving the auditorium as they found it.
- Applicant is responsible for compliance with all rules and regulations.
- Food and drink is not allowed in the auditorium. Picnic tables are available outside.
- The auditorium is available only for the dates and times specified on the application.
- Only visitors with approved reservation for the auditorium may assemble in the facility.
- Applicant is responsible for all electronics and electronic systems used in the auditorium.
- Since parking is limited groups are encouraged to carpool and park in the overflow parking area.

EMERGENCIES AND SECURITY

Report any law enforcement concerns to the park ranger on duty at the welcome center, or Emergency Dispatch at 800-788-0511. For an emergency, please dial 9-1-1. Keep valuables and property secure at all times. Please report lost and found items to a park ranger at the welcome center.

Permit processing can take two weeks.

Mail (preferred), hand deliver, or overnight your application to:

Big Cypress National Preserve
Attention: Division of Interpretation, Welcome Center Auditorium Reservations
33100 Tamiami Trail East
Ochopee, FL 34141

Or Fax application to (239) 695-3901